

**UNITED STATES COURTS FOR THE SECOND CIRCUIT**

**OFFICE OF THE CIRCUIT EXECUTIVE**

April 21, 1998

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**VACANCY ANNOUNCEMENT**

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**POSITION TITLE:** ASSISTANT CIRCUIT EXECUTIVE  
FOR LEGAL AFFAIRS

**SALARY RANGE:** CL-32 (\$74,684 - 121,376),  
depending on experience, current salary and qualifications.

**LOCATION:** United States Courthouse, Foley Square, NY, NY

**CLOSING DATE:** MAY 22, 1998

**POSITION OVERVIEW:**

The Assistant Circuit Executive for legal affairs serves as the legal advisor to the Circuit Executive. The incumbent also oversees the operations of the office of Staff Counsel, the office of the Staff Attorney and the Administrative Attorneys. Additional duties include advising the Chief Judge of the Court of Appeals and judicial committees on allegations of judicial and attorney misconduct; providing support to Court committees, including the Committee on Local Rules and the Committee on Admissions and Grievances; administering Judicial Council review of Local Rules and District Court speedy trial and Civil Justice Act plans; assisting in recruitment and evaluation of candidates for bankruptcy court judges, Federal Defenders and other senior legal post candidates; evaluating and responding to proposals submitted by committees of the federal judiciary and the state bar; serving as liaison to Equal Employment Opportunity and Gender Bias Committees; and monitoring the Court's compliance with such.

**REQUIREMENTS:**

Admission to practice before the highest court of a State, Territory, Commonwealth, or Possession of the United States plus a minimum of five years experience in the practice of law, in legal research, legal administration, or equivalent experience gained after graduation from law school.

***Submit cover letters and resumes to:***

***United States Court of Appeals***

***40 Foley Square Room #1604***

***New York, N. Y. 10007***

***Attn: Personnel***

**APPLICANTS MUST BE UNITED STATES CITIZENS**

**THE UNITED STATES COURTS ARE EQUAL OPPORTUNITY EMPLOYERS**